DMHRSi
Defense Medical
Human Resources System Internet

Targeted for Replacement

Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

(Initial DMHRS version located currently being used by Brooke Army

The Defense Medical Human Resources System - *internet* (Ver. 1)

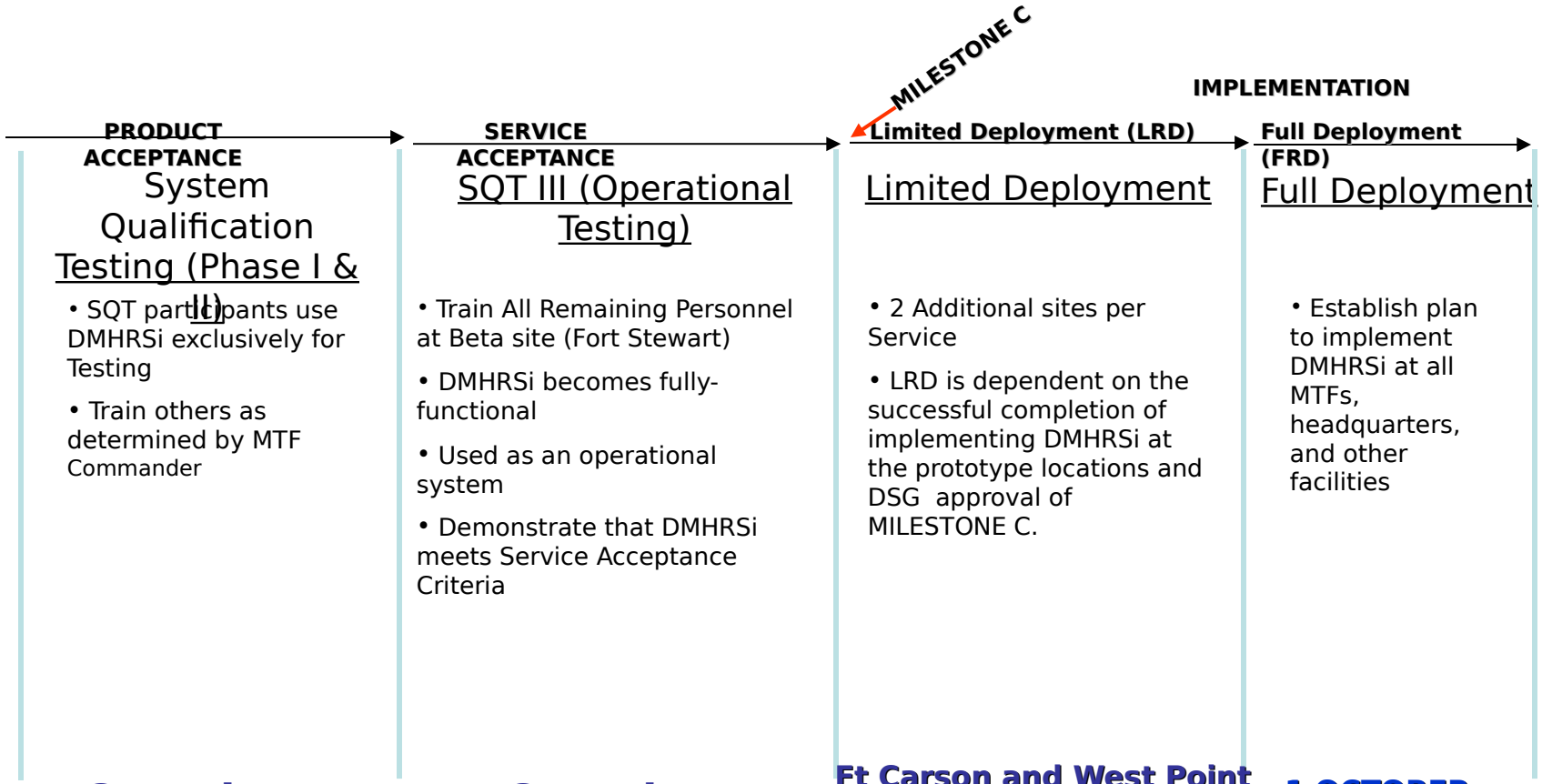
DMHRSi
Defense Medical
Human Resources System Internet

AGENDA

- Deployment & implementation
- Functions and capabilities
- Data processing guidelines
- Reporting capabilities
- Lessons learned
- WMSN-A
- Demonstration

Deployment and Implementation

Tentative Timeline


MILESTONE C
IMPLEMENTATION
PRODUCT ACCEPTANCE
SERVICE ACCEPTANCE
Limited Deployment (LRD)
Full Deployment (FRD)
System Qualification Testing (Phase I & II)
• SQT participants use DMHRSi exclusively for Testing
• Train others as determined by MTF Commander
SQT III (Operational Testing)
• Train All Remaining Personnel at Beta site (Fort Stewart)
• DMHRSi becomes fully-functional
• Used as an operational system
• Demonstrate that DMHRSi meets Service Acceptance Criteria
Limited Deployment
• 2 Additional sites per Service
• LRD is dependent on the successful completion of implementing DMHRSi at the prototype locations and DSG approval of MILESTONE C.
Full Deployment
• Establish plan to implement DMHRSi at all MTFs, headquarters, and other facilities
Complete
Complete
Ft Carson and West Point Army Limited Deployment Sites. Awaiting FD Decision
This is where we are today
1 OCTOBER 2005

Tentative Deployment Plan

- Southeast and North Atlantic
- Great Plains and Europe
- Western and Pacific
- Korea - (To be determined)

The current plan is to train DMHRSi in two regions at the same time. There will be two training teams, one for each region.

Implementation Process

- Implementation Team will contact site Commander to schedule initial briefing
- Command will identify project manager
- Site will create DMHRSi process action team (PAT)
  - Includes functional and organizational representatives (MEPRS, HR, Manpower, Ed and Training and Readiness)
  - Business process reengineering (BPR)
  - Change management
- Identify role based super-users
- Complete self-service employee training
- Complete super-user training
- Review and update data in production version
- Initiate operational use
- Turn off UCAPERS

Initial Command Brief

Date	Time	Total Duration	Task	Location	Equip.	Required Site Attendees
Monday 11/8/2004	**0800-1000**	**2 hrs**	In Brief Site Survey (who will be trained, when and where) Training Issue Resolution Out brief determination	Conference Rm?	Projector (Site) Laptop (PSI)	Site Mgr Training Coordinator
	1015-1215	**2 hrs**	Site Application Administrator (SAA) Tng	SAA deskside	software (J INIT) & connectivity	SAA
	1315-1415	**1 hrs**	Help Desk Tng	IT Shop	software (J INIT); connectivity; EUDs?	SAA; Site Help Desk; IT
	1430-1700	**2 hrs**	Review LCA Source Data/Data Templates	Small Conf Rm	Projector (Site)	LCA personnel
Tuesday 11/9/2004	**0800-1200**	**4 hrs**	Review HR Source Data/Data Templates	Small Conf Rm	Projector (Site)	HR PER leads for Mil, Civ, contractors, volunteers and students; LCA; Manpower
	1300-1700	**4 hrs**	Review Manpower Source Data/Data Templates	Conference Rm?	Projector (Site)	Manpower personnel
Wednesday 11-10-04	**0800-1200**	**4 hrs**	Complete Review HR Source Data/Data Templates	Small Conf Rm	Projector (Site)	HR PER leads for Mil, Civ, contractors, volunteers and students; LCA; Manpower
	1300-1500	**2 hrs**	Review Readiness/Training Source Data/Data	Conference Rm?	Projector (Site)	Readiness/Training personnel
	1515-1545	**30 min**	Command Out-brief (optional)	TBD	TBD	Site Mgr and other POCs as determined by CMD
	1545-1645	**1 hrs**	Site Mgr outbrief and Summary	TBD	TBD	Site Mgr and other POCs as determined by Site Mgr

Site Training

- Will conduct user training during deployment and ensure effectiveness of training
- Training duration varies by user role (Casual User, Super-User, Ad-Hoc Reporting, or System Administrator)

  and Site Size
- Users will receive IDs and passwords upon completing training
- Site will conduct sustainment training

Sample MEPRS Training Schedule

Trng. Day	Audience	Session	Process Code	Process Title	CBT	Est. Didactic Duration	Est. Lab Duration	Total Duration
Day 1	**Manpower LCA Readiness**	**Workstructure Introduction, Navigation & Help**		Introduction to DMHRSi	6.0 8.1	20	N/A	**6.5 hours**
			Ref99NAV	Navigation Hints		30	10	
			Ref99CAL	Using the Calendar & Date Tracking		20	10	
			Ref9HELP	Accessing On-Line Help		20	10	
			Ref9HelpDesk	Using MHS Help Desk		20	10	
			Ins9Discoverer	Basic Discoverer Viewer Access & Use		20	10	
		Organizational Maintenance	PRO301WS	Create a Location		20	10	
				Modify a Location		10	5	
				End a Location		10	5	
				Organization Overview: ABC's of Work Structure(include Hierarchy)		50	N/A	
			PRO101WS	Create a New Organization 1. Parent 2. Readiness 3. LCA Codes		45	30	
Day 2	**Manpower LCA Readiness**	**Organizational Maintenance**		Review of Previous Information (Q&A)	6.0 8.1	30	N/A	**4.0 hours**
			PRO102WS	Modify an Existing Organization		15	10	
			PRO103WS	End an Existing Organization		15	10	
			PRO201WS	Create a New Position (Army & Air Force only)		20	15	
				Rating Scale & Competence Overview		20	N/A	
			PRO107ET	Defining Competence Requirements		20	15	
				Copying Competence(s)		15	10	
				Report: Workbook Overview		20	15	
Day 2.5	**LCA**	**Projects & Tasks**		Introduction to DMHRSi and LCA		20	N/A	**4.0 hours**
		(If new LCA students)	Ref99NAV	Navigation Hints		30	10	
		(If new LCA students)	Ref99CAL	Using the Calendar & Date Tracking		20	10	
		(If new LCA students)	Ref9HELP	Accessing On-Line Help		20	10	
		(If new LCA students)	Ref9HelpDesk	Using MHS Help Desk		20	10	
		(If new LCA students)	Ins9Discoverer	Basic Discoverer Viewer Access & Use		20	10	
Day 3	**LCA**	**Projects & Tasks**	PRO102LC	Setting Up a New Project	8.2	30	20	**7.0 Hours**
			PRO103LC	Modifying an Existing Project		15	10	
			PRO104LC	Closing an Existing Project		15	20	
			PRO101LC	Documenting & Submitting a Timecard (SS)		30	20	
			PRO107LC	Submitting Time via Pre-Approved Batches		30	20	
			PRO108LC	Running Missing Timecard Report		15	10	
			PRO101SS	Managing Your Worklist (includes delegation)		15	10	
				Report: Workbook Overview		3 hours		

MEPRS Pre-implementation Activities

- AMPO will provide a list of DMHRSi terms to acquaint MEPRS staff with DMHRSi language and provide a cross-walk of UCAPERS to DMHRSi terms
- AMPO will assist sites in converting UCAPERS APCs to DMHRSi tasks
- AMPO will assist sites in defining MEPRS data elements that need to be added to organizations (TDA paragraphs) in DMHRSi
- UCAPERS reports will be used to assist sites in data conversion

Functions & Capabilities

DMHRSi Functional Areas

Manpower

Where are they?

Personnel

Who are they?

Labor Cost Assignment (MEPRS)

How much do they cost?

Education & Training

Who is trained?

Readiness

Who is deployable?

DMHRSi Users

There are 3 types of DMHRSi Users:

a. Self Service Users – Enters timecards; includes everyone whose man-hours are captured in MEPRS

b. Timecard Approvers – Work center super users responsible for running/monitoring missing timecard report and batch entering time for those that physically cannot enter their own timecard

c. Super Users – Comprises the functional community responsible for Manpower, Personnel, Labor Costing (MEPRS), Education & Training, and Readiness.

DMHRSi Data Feeds

- Populated with selected human resource data from service manpower, personnel, financial, and education systems
  a. 16 data feeds will populate DMHRSi
  b. 10 additional data feeds planned for future
- Approximately 50% of data elements are populated via an automated feed

DATA PROCESSING GUIDELINES

Monthly Processing Steps

Perform bi-weekly

a. **Run the Missing Timecard Report. Every employee must have time entered NLT COB Tuesday following the end of the bi-weekly period**

b. **Query for batches in a working and submitted status. All batches that contain hours must be either deleted or submitted/released**

c. **Run the EASIV Assigned Personnel Report and validate all HR data elements**

d. **Run DoD Employees Missing Payroll**

e. **Run Payroll Validation**

f. **Distribute labor costs when all hours have been entered, identify and correct errors**

g. **Run the Cost Reconciliation Process. Civilian employee hours must match and cost must be within $1.00 between DMHRSi and what was entered into the civilian payroll system. Errors must be corrected.**

Monthly Processing Steps Continued

<u>Perform monthly</u>:

a. Run EASIV Summary Detail and EASIV Project Detail report. Perform data validation steps

b. Run EASIV processing

c. Save file to disk or drive where it can be pulled into EASIV

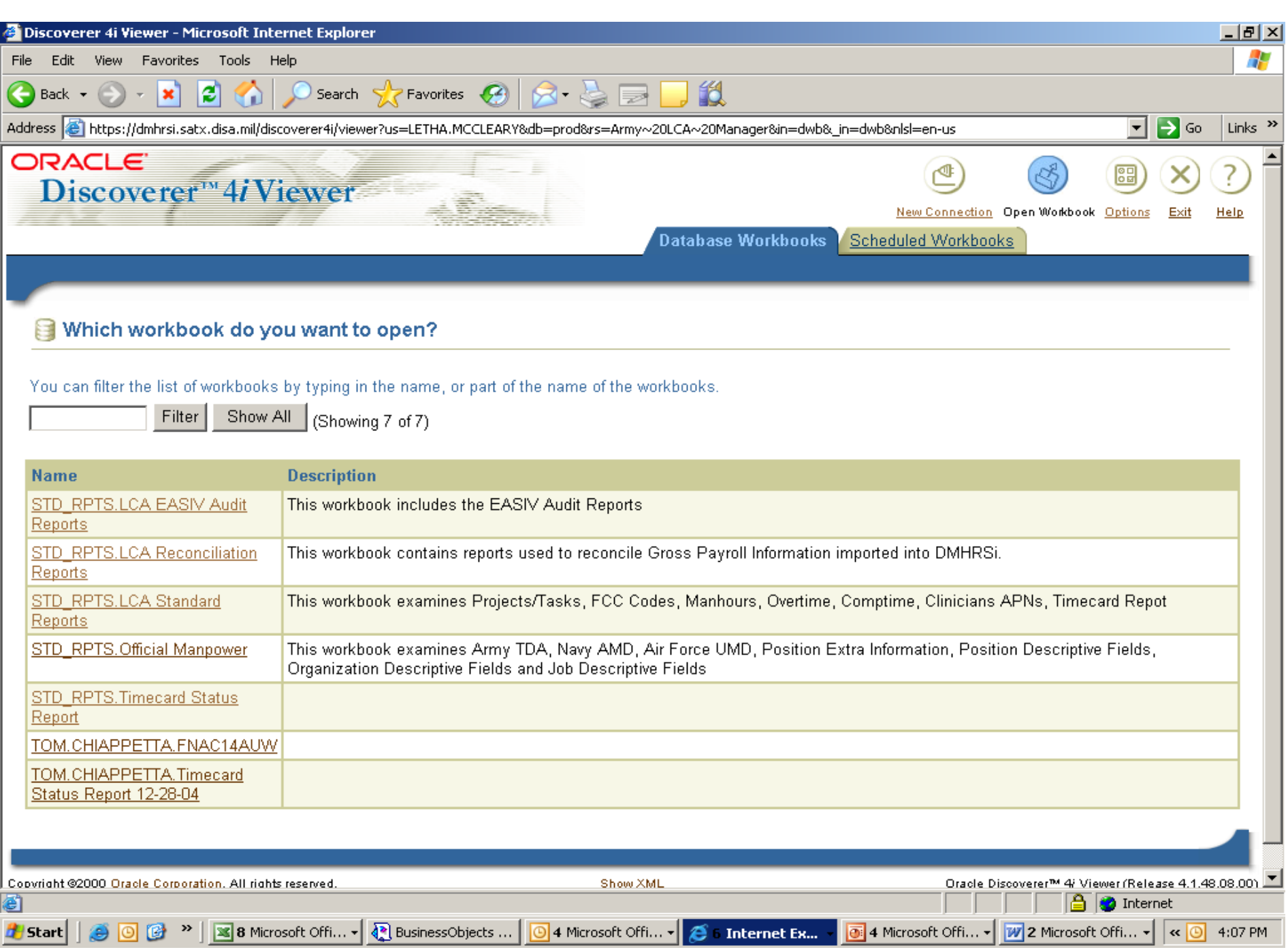
d. Import, validate and migrate DMHRSi file into EASIV

e. Continue monthly processing within EASIV

REPORTING CAPABILITIES

Reporting

- Canned views of data were defined by the Services
- Discover Viewer is used to retrieve the data. Results are exported to Excel
- Query tool for DMHRSi is Discover Plus
- Army continues to work on plan to train Discover Plus users at the site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Description
STD_RPTS.LCA EASIV Audit Reports
This workbook includes the EASIV Audit Reports
STD_RPTS.LCA Reconciliation Reports
This workbook contains reports used to reconcile Gross Payroll Information imported into DMHRSi.
STD_RPTS.LCA Standard Reports
This workbook examines Projects/Tasks, FCC Codes, Manhours, Overtime, Comptime, Clinicians APNs, Timecard Repot
STD_RPTS.Official Manpower
This workbook examines Army TDA, Navy AMD, Air Force UMD, Position Extra Information, Position Descriptive Fields, Organization Descriptive Fields and Job Descriptive Fields
STD_RPTS.Timecard Status Report
TOM.CHIAPPETTA.FNAC14AUW
TOM.CHIAPPETTA.Timecard Status Report 12-28-04
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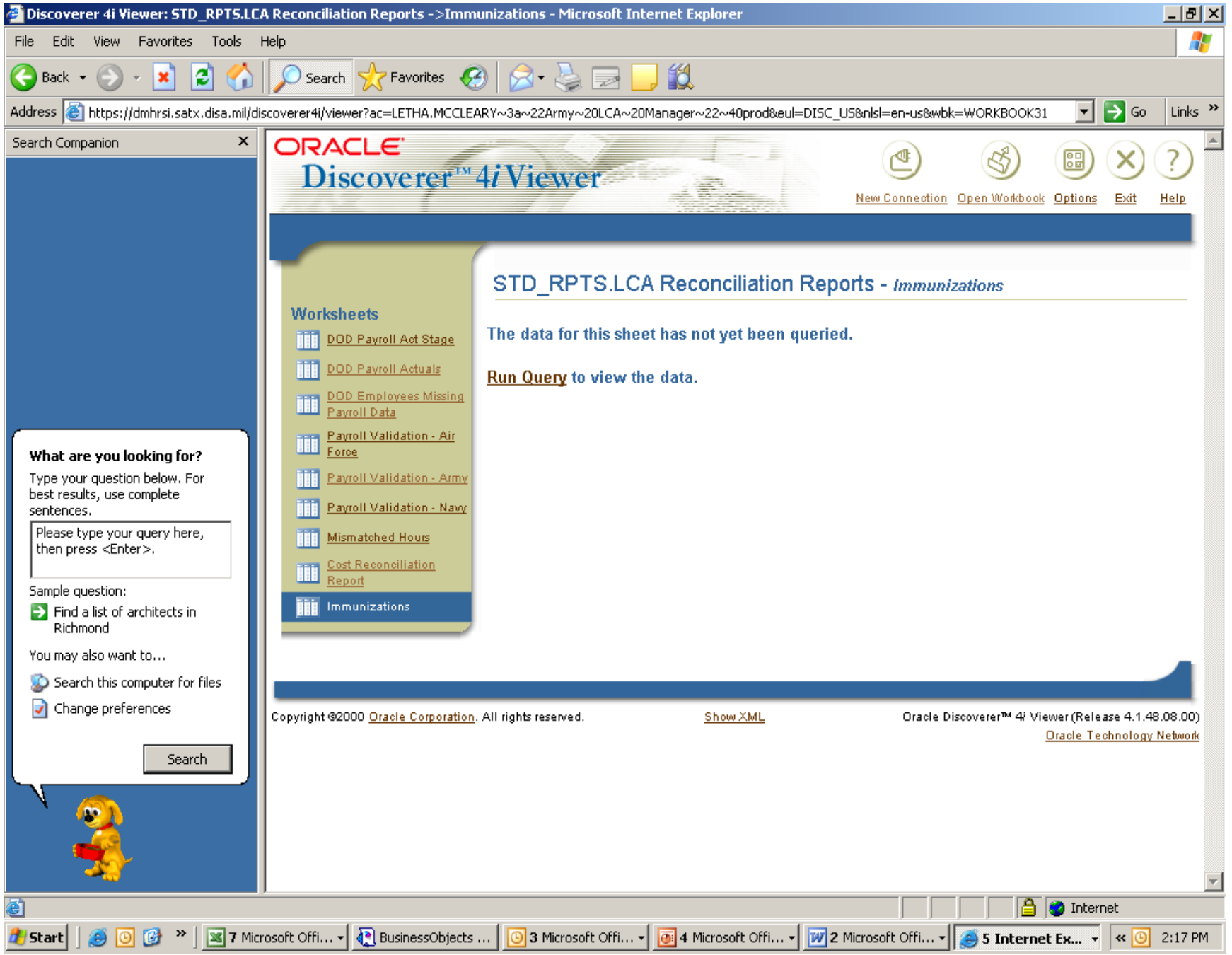
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Find a list of architects in Richmond
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Mismatched Hours
Cost Reconciliation Report
Immunizations
STD_RPTS.LCA Reconciliation Reports - Immunizations
The data for this sheet has not yet been queried.
Run Query to view the data.
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Show XML
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LESSONS LEARNED

- Command support is critical
- Project must have site Human Resources (HR) support

  a. Site must have defined rules for inprocessing and outprocessing all employee types

  b. HR must be fully trained and actively involved

  c. HR data must be validated/corrected prior to the start of timecard entry

- Request and distribution of passwords to all facility staff members must be streamlined
- Training

  a. Trainers must understand service and functional terms and processes

  b. Training application needed improvement

  c. Training material must be organized

  d. A representative from the facility MEPRS staff must be present at all self-service training sessions to answer functional coding questions

- More time needs to be spent training timecard approvers
- Monitoring and control of timecard entry it critical
- Only MEPRS staff members can answer coding question

Workload Management System for Nursing (WMSN-A)

WMSN-A Process

- Nursing community has agreed to monthly WMSN
- Monthly hours will be exported from DMHRSi using Discover Viewer, man-hours will no longer be entered into UCAPERS
- MEPRS and nursing roles and responsibilities will be defined

  a. MPF and TDA must be maintained in WMSN-A

  b. Who will generate WMSN-A reports

  c. DMHRSi report must be generated and FTP to WMSN-A

WMSN-A User Manuel

Stand-Alone Workload Management System for Nursing – Army (WMSN-A)

User's Manual

Version 0.2

May 2005

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